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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 12 July 1950 *See mu*

FROM : Budget Officer

SUBJECT: Personnel Increases - Inspection and Security Staff

Contained within the Inspection and Security Staff budget estimates for fiscal year 1952 is a request for funds for personnel in excess of the present Table of Organization. The Staff estimates that six additional positions are needed in the current year (1951) and five additional positions will be required in the budget year (1952) to perform efficiently the assigned functions. For your information and action there are listed below the positions by grade, organizational unit and fiscal year for which the Inspection and Security Staff has requested funds.

	<u>Position</u>	<u>Grade</u>	<u>Organizational Unit</u>	<u>1951</u>	<u>1952</u>
<i>OK</i>	Appraiser	GS-11	Personnel Security Branch	x	x
<i>Pool</i>	Clerk-stenographer	GS-5	Security Control Staff	x	x
<i>Pool - Year</i>	Clerk-stenographer	GS-4	Physical Security Branch	x	x
<i>Pool -</i>	Clerk-typist	GS-3	Investigative Liaison Branch	x	x
<i>Year</i>	Receptionist (2)	GS-3	Physical Security Branch	x	x
	Accountant	GS-9	Audit Division		x
	Receptionist (4)	GS-3	Physical Security Branch		x

Your recommendation will be greatly appreciated.

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 E. R. SAUNDERS
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